

Instructions for Completing the May 2003 Wastewater Certification Exam Application Form

NEXT SCHEDULED EXAM
May 8, 2003

APPLICATION DEADLINE
Postmarked by March 24, 2003

- **Obtaining the Exam Application Form and Submitting Completed Application with Fee to IDEM**

The exam application is available online at the IDEM website at:

<http://www.in.gov/idem/water/compbr/oaps/wwcert.html>

Application information may be typed from your computer. Once completed, print the application form, sign it, include the supervisor signature and mail to IDEM with all supporting documents and the \$30 application fee. Mail completed application and the \$30 examination fee **no later than March 24, 2003**, to:

Cashier
Indiana Department of Environmental Management
100 North Senate Avenue, P.O. Box 7060
Indianapolis, Indiana 46207-7060

Application forms may also be obtained directly from this office at any time.

- **Acceptable Experience**

The definition of “acceptable experience” may be found in 327 IAC 5-22-3(1). “Acceptable experience” means employment in the actual hands-on operation of a wastewater treatment plant. Experience in wastewater treatment plant maintenance will be given fifty percent (50%) credit for operational experience for those employed solely in this area. Experience in wastewater laboratory will be given full credit for those employed solely in this area. Please refer to 327 IAC 5-22 to determine the classification of your facility, amount and type of experience and education you need; and substitutions allowed.

- **When Taking More Than One Exam**

Please complete a separate application for each exam you wish to take. There is a \$30 fee for each exam. You may sit for one municipal and one industrial examination each regularly scheduled exam.

- **Completing the Exam Application**

Section I - Please print all of the information requested in this section. Your home address is preferred. Indicate whether you have previously applied for wastewater certification. If yes, indicate the highest certification held and the certificate number.

Section II - Indicate whether you are a high school graduate or hold a GED. If neither, circle the highest grade completed. If you do not hold a high school diploma or GED, you will be required to substitute experience for the lacking high school education.

Section III - List all wastewater treatment plant experience starting with your current position. Include all of the information requested. Please be specific. If your position title and job duties are not specific, credit will not be given. ***If a portion of your duties do not meet the definition of acceptable experience, please estimate the percentage of your time spent in acceptable experience duties and note this on your application.**

Section IV - Must be completed by Class III, IV, C and D applicants only. List specific responsible charge duties. The definition of “responsible charge experience” may be found in 327 IAC 5-22-3(10).

Section V - Please read the statement, sign and date the application.

Section VI - This section must be completed by your supervisor.